

MINUTES

The Assistant Executive Director Search Committee met on July 7, 8, and 9, 2014 to conduct the face-to-face interviews of job candidates for the Assistant Executive Director position. The interviews were held at the offices of the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, Alabama.

Those present were Nancy Wright, Search Committee Chair; Commissioners Carole Harrison and Dorothy Riggins-Allen, Search Committee members; and Patricia Anderson, Alabama Real Estate Commission Executive Director. Sharleen Smith and Jane Goodson, Auburn University at Montgomery (AUM) Job Search Consultants, were present to facilitate the interview process.

The meeting, having been duly noticed by the Open Meetings Act, was called to order at 8:00 a.m. on July 7, 2014 by Search Committee Chair Nancy Wright and a quorum was declared.

The Search Committee members reviewed and rehearsed scripts for the interview process, including questions to be asked by each interviewer. For each question in the script, the rating form, approved criteria, and rating anchors were provided to allow for note-taking and rating during the interview process. The role play was enacted for review by the Committee.

The primary purpose of the three-day meeting was to interview the seven candidates for the Assistant Executive Director position. Each candidate delivered a presentation regarding his/her vision for AREC, participated in a role play, and answered questions in a structured interview format. Each interview lasted approximately two hours. Following each candidate's interview, committee members finalized their individual ratings of the candidate's presentation, role play performance, and responses to the structured interview questions using the approved criteria and rating anchors. Overall ratings of each candidate were reviewed and discrepancies were discussed among Committee members.

Following all interviews, candidate ratings were reviewed and a band of scores was determined for candidates to be considered for the next stage of the interview process. A final pool of candidates was determined using a systematic weighting process that took into account the cumulative ratings of candidates thus far in the process.

The Committee decided to invite four candidates back for another round of face-to-face interviews to be conducted August 5 and 6, 2014. AUM consultants will contact individuals who will continue in the interview process on August 5 and 6, as well as those not selected to proceed in the interview process.

The three-day meeting adjourned at 7:00 p.m. on July 7, 2014 and reconvened on July 8, 2014 at 8:00 a.m. On July 8, 2014 the meeting was adjourned at 7:00 p.m. and reconvened at 8:00 on July 9, 2014. The three-day meeting was adjourned at 4:00 p.m. on July 9, 2014.

Nancy Wright, Recording Secretary